THE COUNCIL FOR TOBACCO RESEARCH—U.S.A., INC.
900 THIRD AVENUE
NEW YORK, N.Y. 10022

March 20, 1992

HARMON C. McALLISTER, PH.D.
RESEARCH DIRECTOR

David Engman, M.D.
Northwestern University Medical School
Dept of Pathology
303 East Chicago Avenue
Chicago, Ill. 60611-3008

Dear Dr. Engman:

Thank you for your expression of interest in our program of research support. I am pleased to enclose a statement describing policies of The Council and a recent Annual Report that lists grants currently supported. Our application procedure entails a mandatory two-step process. First, a short preliminary inquiry is sent to members of the Executive Committee of our Scientific Advisory Board who evaluate it for scientific merit and for "fit" into The Council's current multidisciplinary biomedical research program. If the Committee's review vote is positive, you will be provided with forms and instructions for completing a full application. In the event you receive an award, The Council will consider up to two annual renewals on the basis of progress reports and materials submitted with renewal applications.

The Council operates two application cycles per year and accepts preliminary inquiries year-round; the date of receipt by CTR determines the cycle in which the proposal is evaluated.

- Spring cycle - any inquiry received between February 15 and August 14 and encouraged by the Executive Committee may be submitted as a full application by November 30.
- Fall cycle - inquiries received between August 15 and February 14 and encouraged by the Committee may be submitted as full applications by May 31:

| Cycle | Preliminary Inquiry Arrival at CTR | Deadline for Full Application | Notification Date | Activation Date |
|---|---|---|---|---|
| Spring | Feb 15 - Aug 14 | **Nov 30** | Early May | Jul 1 |
| Fall | Aug 15 - Feb 14 | **May 31** | Early Oct | Jan 1 |

The format for the preliminary application is as follows:

1. A three page narrative summary. This should contain a synopsis of the proposed project including relevant background material, its present status and goals, a brief outline of the research and its impact. The summary should end with a sentence indicating the anticipated duration of the project (one, two or three years) and a single figure estimate of the anticipated annual direct costs of the study as proposed. *Please note that the three page limit is absolute; no attachment pages containing photographs, charts or literature citations will be accepted. If you judge such materials are critical for the review of the proposal, they must be accommodated within the three page limitation.*
2. Two page *curricula vitae* and scientific bibliographies of the applicant and principal professional level collaborators (the NIH format is quite acceptable). Again, the page limit is strictly enforced; only two pages per investigator are forwarded to the Committee.
3. One copy each of any two or three publications, abstracts or manuscripts that are closely related to the project for which funding is being sought.

Sincerely,

Arthur D. Eisenberg

Enclosures
ADE/mla

Source: https://www.industrydocuments.ucsf.edu/docs/yffc0000